



Post Office Box 9010 Addison, Texas 75001-9010

5300 Belt Line Road

(972) 450-7000  
FAX (972) 450-7043

## AGENDA

### REGULAR MEETING OF THE CITY COUNCIL

JUNE 14, 2005

7:30 P.M.

COUNCIL CHAMBERS

5300 BELT LINE ROAD

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### REGULAR SESSION

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Item #R1 - Consideration of Old Business.

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Item #R2 - Consent Agenda.

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## CONSENT AGENDA

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- #2a - Approval of the Minutes for the May 21, 2005, May 24, 2005, and June 6, 2005 Council Meetings.
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- #2b - Approval of final payment to Decker Mechanical Incorporated for replacement of the Athletic Club in-door pool – Pool Pak HVAC unit with a new Dectron HVAC unit totaling \$9,438.35.
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- #2c - Approval of final payment to Battson Contracting Company for completion of the Easement Park storm drainage improvements totaling \$5,999.
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Item #R3 - Consideration and approval of Mayor's Recommendation of Council Liaison Assignments.

Attachment:

1. Council Liaison Assignments
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Item #R4 - Consideration and approval of the Town's policy and approach to hosting dignitaries and other visitors to Addison.

Attachment:

1. History of Sister City Program

Administrative Recommendation:

Administration recommends approval.

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Item #R5 - Consideration and approval of an expenditure for hosting our Sister City, Banciao City, Taiwan.

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Item #R6 - Consideration and approval of an Ordinance granting a meritorious exception to Sec. 62-137, Government Signs, for Barrett Burke Wilson Castle Daffin & Frappier, LLP located at 15000 Surveyor Blvd.

Attachments:

1. Staff Report
2. Memorandum from Lynn Chandler
3. Application
4. Plans

Administrative Recommendation:

Administration recommends approval.

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Item #R7 - Consideration and authorization to reject all bids submitted for Paving and Drainage Improvements to Addison Road, Phase I.

Attachments:

1. Council Agenda Item Overview
2. Bid Tab

Administrative Recommendation:

Administration recommends approval.

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Item #R8 – Consideration and approval of a Resolution authorizing the City Manager to enter into an agreement with Leland Consulting Group to assist the Town in the development of the Belt Line Corridor Investment strategy.

Attachments:

1. Council Agenda Item Overview
2. Contract Agreement
3. Leland Proposal - Qualifications

Administrative Recommendation:

Administration recommends approval.

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Adjourn Meeting

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Posted 5:00 p.m.  
June 9, 2005  
Carmen Moran  
City Secretary

**THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS  
WITH DISABILITIES. PLEASE CALL (972) 450-2819 AT LEAST  
48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.**

**OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL**

May 21, 2005 – Work Session

10:30 a.m. – Addison Conference and Theater Centre

15650 Addison Road

Present: Mayor Chow, Councilmembers Braun, Hirsch, Kraft, Mallory, Mellow,  
Niemann

Absent: None

Item #WS1 – Discussion of DISC analysis with Randy Pennington.

Item #WS2 – Discussion of Council Goals.

Item #WS3 – Discussion of 2030 Vision Project.

No action was taken on any of the work session items.

There being no further business before the Council, the meeting was adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Secretary



**OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL**

May 24, 2005

7:30 p.m. - Council Chambers

5300 Belt Line Road

Present: Mayor Chow, Councilmembers Braun, Hirsch, Kraft, Mallory, Mellow,  
Niemann

Absent: None

Item #R1 - Consideration of Old Business.

The following employees were introduced to the Council: Lynn Chandler (Development Services), Scott Marshall (Police), and Raul Rivera (Parks).

Item #R2 - Consent Agenda.

Item #2d was considered separately.

#2a – Approval of the Minutes for the May 10, 2005 and May 17, 2005 Council Meetings. (Approved as written)

#2b – Consideration and approval of a Resolution to award bid to Insituform Technologies in the amount of \$86,650 for reconstruction of sanitary sewer lines by the installation of a trenchless internal lining process.  
(Approved – Resolution No. R05-054)

#2c – Consideration and authorization to reject all bids submitted for the purchase and installation of Video Camera Monitoring System at Addison Airport, Police Department building, Jail, Court building and Emergency Operation Center. (Approved)

Councilmember Braun moved to duly approve the above listed items.  
Councilmember Mallory seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Mallory, Mellow, Niemann  
Voting Nay: None  
Absent: None

#2d – Consideration and approval of a Resolution authorizing the City Manager to enter into a contract with RedMoon Broadband for the installation of WLAN (Wireless Local Area Network) equipment including WiFi services at the Conference and Theatre Centre in the amount of \$2388.

Councilmember Niemann moved to duly pass Resolution No. R05-055 authorizing the City Manager to enter into a contract with RedMoon Broadband for the installation of WLAN (Wireless Local Area Network) equipment including WiFi services at the Conference and Theatre Centre, subject to review and approval of the city attorney, in the amount of \$2388. Councilmember Braun seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Mallory, Mellow, Niemann  
Voting Nay: None  
Absent: None

Item #R3 – Appointment of Mayor Pro Tempore and Deputy Mayor Pro Tempore.

Councilmember Mallory moved to duly appoint Councilmember Jimmy Niemann as Mayor Pro Tempore and Councilmember Greg Hirsch as Deputy Mayor Pro Tempore. Councilmember Kraft seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Mallory, Mellow, Niemann  
Voting Nay: None  
Absent: None

Item #R4 – **PUBLIC HEARING** and consideration of an Ordinance approving a Special Use Permit for a restaurant, located at 15099 Midway Road, on application from Starbuck's Coffee, represented by Mr. Bryan Burger of Lawrence A. Cates and Associates, LLP.

Mayor Chow opened the meeting as a public hearing. There were no questions or comments. Mayor Chow closed the meeting as a public hearing.

Councilmember Braun moved to duly pass Ordinance No. 005-021 approving a Special Use Permit for a restaurant, located at 15099 Midway Road, on application from Starbuck's Coffee, represented by Mr. Bryan Burger of Lawrence A. Cates and Associates, LLP. Subject to the following conditions:

- A proposed utility easement, located approximately at the intersection of Belt Line Road and Midway Road, must be included in the final plat prior to filing.
- Engineering plans, including drainage and grading improvements, must be approved by the Public Works Department prior to the issuance of a building permit.
- The staff will work with the developer to try and relocate the sidewalk from its current back-of-curb location.



Councilmember Mallory seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Mallory, Mellow, Niemann  
Voting Nay: None  
Absent: None

Item #R5 - Consideration of an Ordinance approving a meritorious exception to Sec. 62-163, Area of the sign ordinance, for Auto Care European located at 4304 Wiley Post Road.

Councilmember Mallory moved to duly pass Ordinance No. 005-022 approving a meritorious exception to Sec. 62-163, Area of the sign ordinance, for Auto Care European located at 4304 Wiley Post Road. Councilmember Niemann seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Mallory, Mellow, Niemann  
Voting Nay: None  
Absent: None

Item #R6 – Consideration and approval of a Resolution consenting to the sublease of certain property located at Addison Airport, the address of which is 4575 Claire Chennault Drive, by the tenant, C.C. Hangar, L.P. to a subtenant, RR Investments, Inc. d/b/a. Million Air Dallas, and authorizing the City Manager to execute a consent to sublease.

Councilmember Niemann moved to duly pass Resolution No. R05-056 consenting to the sublease of certain property located at Addison Airport, the address of which is 4575 Claire Chennault Drive, by the tenant, C.C. Hangar, L.P. to a subtenant, RR Investments, Inc. d/b/a. Million Air Dallas, and authorizing the City Manager to execute a consent to sublease subject to final review and approval of the city attorney. Councilmember Mellow seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Mallory, Mellow, Niemann  
Voting Nay: None  
Absent: None

Item #R7 – Consideration and approval of a Resolution regarding certain matters pertaining to a Ground Lease between the Town of Addison, as Landlord, and Redman Investments, Inc., as Tenant, of certain property located generally at 4585 Clair Chennault Drive on Addison Airport, as follows: (i) Consent to the assignment of the leasehold interest of Redman Investments, Inc. to Triad CSGP, LLC, a wholly owned subsidiary of Triad Hospitals, Inc., and (ii) approval of a First Amendment to Ground Lease, and authorizing the Town Manager to execute the said Consent and the First Amendment to Ground Lease.



Councilmember Mellow moved to duly pass Resolution No. R05-057 approving certain matters pertaining to a Ground Lease between the Town of Addison, as Landlord, and Redman Investments, Inc., as Tenant, of certain property located generally at 4585 Clair Chennault Drive on Addison Airport, as follows: (i) Consent to the assignment of the leasehold interest of Redman Investments, Inc. to Triad CSGP, LLC, a wholly owned subsidiary of Triad Hospitals, Inc., and (ii) approval of a First Amendment to Ground Lease, and authorizing the Town Manager to execute the said Consent and the First Amendment to Ground Lease. Councilmember Mallory seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Mallory, Mellow, Niemann  
Voting Nay: None  
Absent: None

Item #R8 – Presentation of the Aviation Museum Strategic Assessment Report and Council direction to Town staff regarding next steps.

No action taken.

Item #R9 – Presentation of General Fund Long-Term Plan.

No action taken.

**EXECUTIVE SESSION.** At 9:57 p.m. Mayor Chow announced that the Council would convene into Executive Session.

Item #ES1 – Closed (executive) session of the City Council pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with its attorney to seek the advice of its attorney about pending litigation, to wit: *Aventura Condominium Association, Inc. v. Addison Spectrum, L.P., et al v. Town of Addison, et al*, Case No. 03-09222-H, 160<sup>th</sup> Judicial District Court, Dallas County, Texas, and on a matter in which the duty of the attorney to the City Council under the Texas Disciplinary rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 552, Tex. Gov. Code.

The Council came out of Executive Session at 10:07 p.m.

There being no further business before the Council, the meeting was adjourned.

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Mayor

Attest:

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City Secretary

## OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

June 6, 2005 – Work Session

6:00 p.m. – Addison Conference and Theater Centre

15650 Addison Road

Present: Mayor Chow, Councilmembers Braun, Hirsch, Kraft, Mallory, Mellow,  
Niemann

Absent: None

Item #WS1 – Discussion of 2030 Vision.

Item #WS2 – Discussion of Current Realities.

Item #WS3 – Discussion of Council Goals.

No action was taken on any of the work session items.

There being no further business before the Council, the meeting was adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Secretary



**Council Agenda Item: #2b****SUMMARY:**

Staff recommends that the Council approve final payment to DMI Corporation totaling \$9,438.35 for replacement of the Addison Athletic Club indoor pool Pool Pak HVAC unit with a Dectron HVAC unit.

**FINANCIAL IMPACT:**

Original Contract  
Amount: \$188,767.00

Final Contract  
Amount: \$188,767.00

Final Payment: \$9,438.35

This was a budgeted item in the Parks and Recreation operations budget.

**BACKGROUND:**

This is a stand-alone piece of equipment that controls the heating and air conditioning solely for the indoor pool area of the Athletic Club. Additionally, it controls the water temperature in the pool. A new Dectron unit was installed due to failure of the old Pool Pak unit, which was installed when the building was constructed in 1987.

**RECOMMENDATION:**

DMI did an outstanding job installing this unit, and staff was very impressed with this company's coordination effort during the installation. They performed all necessary balancing and adjustments to the new unit, which is functioning to the staff's satisfaction. In addition, DMI is under contract with the Town to provide annual maintenance services on the new unit.

Staff recommends approval.

**Council Agenda Item: #2c****SUMMARY:**

Staff recommends that the Council approve final payment totaling \$5,999.00 to Battson Contracting Company, Inc. for the construction of a storm drainage system in the Easement Linear Park behind the Addison Athletic Club.

**FINANCIAL IMPACT:**

Original Contract  
Amount: \$57,077.00

Final Contract  
Amount: \$47,967.00

Final Payment: \$5,999.00

This was a budgeted item in the parks operations budget. The original bid amount was \$57,077.00; however, the scope of work was reduced, which decreased the final contract amount to \$47,967.00.

**BACKGROUND:**

This project came at the request from residents along Rive Lane who were experiencing water backing up into their yards from an existing drainage swale in the Easement Park during heavy rain events.

The scope of work consisted of installing 938 linear feet of 12-inch storm piping connecting a series of storm inlets along the south side of the Easement Park. The drain system was constructed behind 10 homes on Rive Lane that back up to the Easement Park.

The 12-inch drain system included lateral line connections tied to gutter downspouts feeding from behind the homes along Rive Lane into the park. The number of lateral connections to the downspouts was reduced because there were ample area drains to handle the volume of water. The original contract amount decreased based on the unit cost for the connections.

**RECOMMENDATION:**

Batson Construction completed the work in a satisfactory manner and within the specified schedule. Staff recommends approval.

Attachment – Digital Photo of Site

#2C-2





## **Town of Addison City Council Liaison**

### **Joe Chow:**

- Metroplex Mayor's Association – Association of Mayors and city managers from cities throughout the greater Dallas-Fort Worth area, commonly referred to as the "Metroplex". Members meet monthly and host speakers from our area, who discuss innovative programs and initiatives impacting the North Texas region.
- Metrocrest Chamber of Commerce – the Chamber of Commerce that services the cities of Addison, Carrollton, and Farmers Branch
- North Texas Commission – is a regional non-profit consortium of businesses, cities, counties, chambers of commerce, economic development entities and higher education institutions in the North Texas Region committed to enhancing the overall economic vitality and quality of life of North Texas.
- National League of Cities – The National League of Cities serves as a national resource and advocates for over 1,600 member cities and towns of all sizes and for 49 state municipal leagues whose member municipalities total more than 18,000 in strengthening local government, encouraging economic competitiveness, and promoting corporate civic engagement.
- State & Federal Governments – Various roles and activities

### **Jimmy Niemann:**

- Senior Adult Services - Senior Adult Services is committed to caring for seniors and their families in Addison, Carrollton, Coppell and Farmers Branch. The agency mission is to ensure that all senior adults living in the community will receive the support and services needed to maintain independence and quality of life. The agency serves as a source of information for residents of any age involved in caring for and about someone age 60 or older.
- Greater Dallas Planning Council – Since 1946, the Greater Dallas Planning Council is charged as a voluntary, non-profit, non-partisan organization dedicated to good city planning, providing leadership and support to many projects which have had lasting impact.
- Texas Municipal League – The Texas Municipal League formed in 1913 and exists to provide services to Texas cities and advocate the interests of its members.

### **Greg Hirsch:**

- DART – Dallas Area Rapid Transit is the regional transit authority that services Addison, Carrollton, Cockrell Hill, Dallas, Farmers Branch, Garland, Glenn Heights, Highland Park, Irving, Plano, Richardson, Rowlett, and University Park

## **Town of Addison City Council Liaison**

- North Central Texas Council of Governments - North Central Texas Council of Governments (NCTCOG) is a voluntary association of, by and for local governments, and was established to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. NCTCOG's purpose is to strengthen both the individual and collective power of local governments and to help them recognize regional opportunities, eliminate unnecessary duplication, and make joint decisions. NCTCOG serves a 16-county region of North Central Texas.
- Metroplex Mayor's Association – Association of Mayors and city managers from cities throughout the greater Dallas-Fort Worth area, commonly referred to as the “Metroplex”. Members meet monthly and host speakers from our area, who discuss innovative programs and initiatives impacting the North Texas region.

### **Tom Braun:**

- Metrocrest Social Services – Provides short-term emergency services to improve the life situations of residents in the cities of Carrollton, Farmers Branch, Addison, and Coppell.
- Special Care & Career Services - Supports families, children and adults with developmental disabilities by providing three key services to Denton, Collin and Dallas counties with three age-determined programs: Early Childhood Intervention, Child Development Enrichment Services, and Supported Employment Services.
- Arbor Foundation - Is a non-profit foundation created for the purpose of raising funds to be used for public landscape beautification.

### **Roger Mellow:**

- Texas Chamber Orchestra – Provides musical concerts at the Addison Theatre Centre
- Water Tower Theatre – The theatre company that resides at the Addison Theatre Centre
- The Family Place – the Dallas-based, nonprofit organization that provides assistance to victims of family violence since 1978.

### **Diane Mallory:**

- Shakespeare Festival of Dallas – Founded in 1971 to provide cultural access to works of William Shakespeare within the North Texas area.
- Communities in Schools Dallas – is a non-profit, charitable organization that has been working in Dallas and Collin Counties since 1985 to provide direct services and educational support to at-risk students



## **Town of Addison City Council Liaison**

- Dance Council – a non-profit organization started in 1973 as a membership service organization of professional and non-professional dance companies, independent artists, teachers, performers, movement specialists, students, dance enthusiasts and businesses. The Dance Council serves the Dallas-Fort Worth Metroplex by providing artistic, educational, and cultural opportunities to people through dance festivals, master classes, and scholarships.

### **Dennis Kraft:**

- Greater Dallas Chamber – The Chamber of Commerce that serves the greater Dallas area since 1909. This Chamber of Commerce is one of the largest voluntary-membership driven organization of businesses in the United States.
- North Dallas Chamber – The Chamber of Commerce that services the area between downtown Dallas and the city limits to the north.
- Cavanaugh Flight Museum – A non-profit organization devoted to promoting aviation studies and to perpetuating America's aviation heritage; the museum fulfills its mission by restoring, operating, maintaining and displaying historically-significant, vintage aircraft, and by collecting materials related to the history of aviation.



June 9, 2005

To: The Honorable Mayor and City Council  
From: Ron Whitehead: City Manager  
Subject: History of Visiting Dignitaries and Sister City Program

Every year we have people come to Addison from different countries. Often they are guest of a group like Rotary, the US State Department, or a local university. They are usually interested in some aspect of the city and we give them a tour and generally provide a lunch or dinner. This year we have had two Russian groups visit us. One was a group of eleven Russian architects and they were touring the Dallas area at the invitation of the local chapter of AIA and the State Department. They wanted to see Addison Circle, so we spent most of a day giving them a tour and taking them to lunch. One year we had two gentlemen from Africa spend seven weeks with us interning in the City Manager's office. They were guest of the University of North Texas and the US State Department. They were with a group out of southeast Africa called COMESA. This group is trying to establish something like the European Union in southeast Africa. It was fascinating to learn about all of the obstacles and opportunities that were available to them. They came to learn about how American cities were governed. Frankly we learned more from them than they did from us and I still correspond with both of them, four years later.

In 1984 we established a Sister City relationship with Banciao City, Taiwan. Over the next couple of years our council visited Banciao and they came to Addison. From time to time over the last 20 years we have received visitors from Taiwan when they were in the United States. They have expressed an interest in visiting The United States this summer and would like to rekindle the relationship. This would necessitate us spending some funds to host them. In the past we have found the funding in our Council Projects budget or the City Manager's budget to fund functions associated with the visits of foreign dignitaries. In 2003 the Council passed a resolution authorizing the expenditure of \$2500 to host a visit from Banciao City Officials, but they were not able to come at that time, so we did not expend any funds. In visiting with the Mayor, he asked that we place an item on the agenda, so that we might have the benefit of the Council's view about hosting visitors to Addison and that we could then talk about the opportunities and benefits of these visits and the sister city program. We have two items on the agenda to address the topic and we would encourage the council to act favorably in their regard. There are numerous benefits to the relationships that we will be prepared to discuss with you on Tuesday.

## **Council Agenda Item: #R5**

**There are no attachments for this item.**

MERITORIOUS EXCEPTION TO THE ADDISON SIGN ORDINANCE  
STAFF REPORT  
ME 2005-5

Date: June 3, 2005

Location of Request: 15000 Surveyer Blvd

Business Name: Barrett Burke Wilson castel Daffin Frappier, LLP

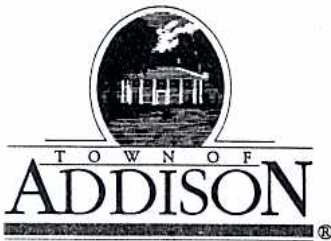
<u>Ordinance Requirement</u>	<u>Request</u>	<u>Variance</u>
<p>Sec. 62-167. Government Signs.</p> <p>(b) Nothing in this chapter shall be construed to prevent the display of a national flag and/or state flag whose size does not exceed 40 square feet and which flag is displayed upon a flagpole which does not exceed 30 feet in height. All national flags or state flags in excess of the foregoing sizes must apply for a meritorious exception as set forth in subsection 62-32(a).</p>	<p>The applicant is requesting two 40 sq ft corporate flags.</p>	<p>The ordinance only allows state or national flags with a maximum area of 40 sq ft.</p>

STAFF RECOMMENDATION: Staff recommends approval. We feel these flags are not detrimental to the area.

STAFF:  Lynn Chandler, Building Official

#RB-1





**BUILDING INSPECTION DEPARTMENT**

(972) 450-2880 Fax: (972) 450-2837

16801 Westgrove

Post Office Box 9010 Addison, Texas 75001-9010

#RB-2

To: Carmen Moran, Director of Development Services

From: Lynn Chandler, Building Official

Date: June 6, 2005

Subject: Meritorious Exceptions to the Sign Ordinance

The following exceptions have been granted for detached signs:

1. 14951 Dallas Parkway  
Carter Crowley Properties ( Comp USA)  
Meritorious Exception Ord. 093-030, May 11, 1993  
Flag and Pole: Pole Height 120', Flag Area 760 sq. ft.

Comp USA was also granted an exception for a corporate flag 96 sq. ft. in area.  
February 2003.

2. 16771 Dallas Parkway  
Bent Tree National Bank  
Meritorious Exception Ord. 094-070, October 25, 1994  
Pole Sign: Height: 25', Area: 71 sq. ft.

3. 16251 Dallas Parkway  
Mary Kay  
Meritorious Exception Ord. 095-022, may 9, 1995  
Monument Sign: Height 9', Area 54 sq. ft.

4. 14655 Dallas Parkway  
Bay Street ( Lawry's)  
Meritorious Exception Ord. 092-065, October 27, 1992  
Pole Sign: Height 30', Area 72 sq. ft.

5. 5100 Belt Line Road  
Village on the Parkway  
Meritorious Exception Ord. 096-022, June 11, 1996  
3 Towers: Height 44', Area 77 sq. ft.  
And  
2 signs from previous meritorious exception allowed to remain.  
Ord. 094-047, July 21, 1994  
Pole Sign: Height 29'6", Area 156 sq. ft.

# Addison!

#RB-3

BUILDING INSPECTION DEPARTMENT 16801 Westgrove Dr Addison Texas 75001 972/450-2881 fax: 972/450-2837

## Application for Meritorious Exception to the Town of Addison Sign Ordinance

Application Date: 5/27/05

Filing Fee: \$200.00

Applicant: Barrett Burke Wilson Castle Daffin + Frappier L.L.P.

Address: 15000 Surveyor Blvd. Suite#: 100

Addison Tx 75001 Phone#: 972.341.0500  
City State Zip

Fax#: \_\_\_\_\_

Status of Applicant: Owner \_\_\_\_\_ Tenant X Agent \_\_\_\_\_

Location where exception is requested:

15000 Surveyor Blvd, Addison, Tx 75001

Reasons for Meritorious Exception:

See attached

### YOU MUST SUBMIT THE FOLLOWING:

12 COPIES OF THE PROPOSED SIGN SHOWING:

1. Lot Lines
2. Names of Adjacent Streets
3. Location of Existing Buildings
4. Existing Signs

5. Proposed Signs
6. Sketch of Sign with Scale and Dimensions Indicated  
(8.5 x 11 PLEASE)

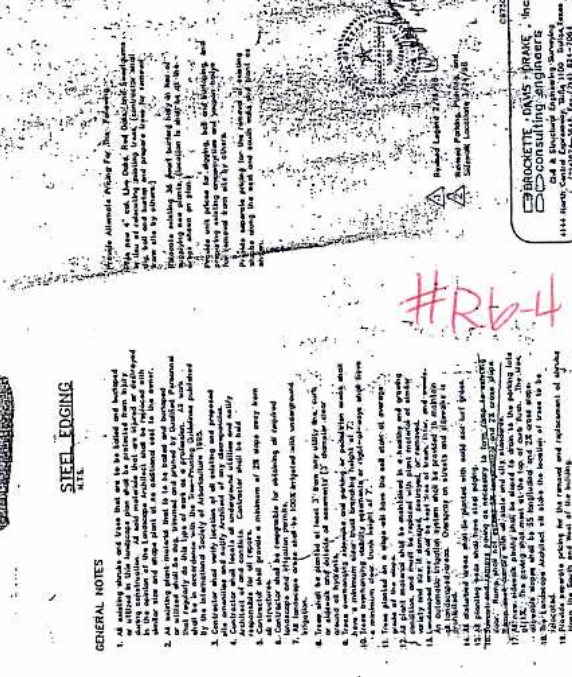
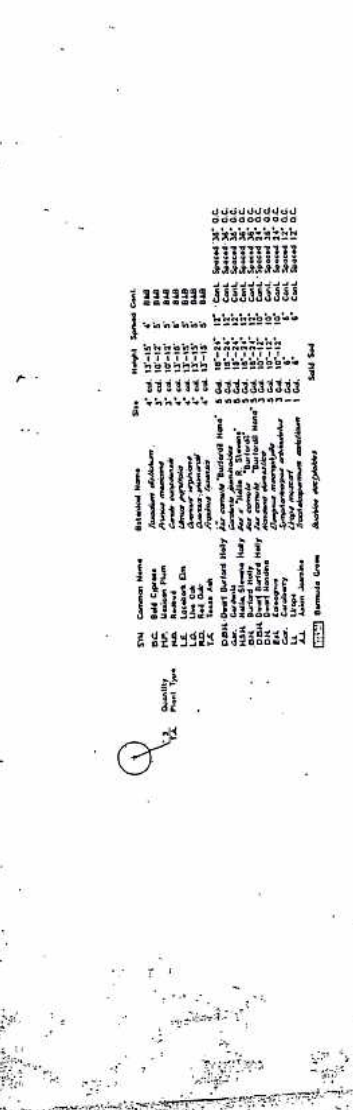
Date Fees Paid 6-6-05 Check # 255243 Receipt # 23564

A flag is a symbol of who we are and what we represent. This is not only true for governmental organizations, but also for private firms such as Barrett, Burke, Wilson, Castle, Daffin & Frappier, L.L.P. For Barrett Burke, our flag instills pride and a sense of accomplishment. Further, it reminds us of the sacrifice it required to build our company.

Barrett Burke now has over 468 employees. This number proves the economic significance this company holds in the Town of Addison. Our affiliate company, First American Corporation, is a fortune 500 company with approximately 30,000 employees in 1,800 offices worldwide, including the one located at Barrett Burke's Addison offices. Still, Barrett Burke and First American's contribution to the Town of Addison goes far beyond the economic arena. Barrett Burke alone donates thousands of dollars annually to local charities such as Hope's Door and the Addison Police Department's Special Olympics fund raiser.

Barrett Burke and First American are proud of the country and state we work in and support. It is why we fly the United States and Texas flags. However, we are also proud of our company's economic and philanthropic success. We request that the Town of Addison grant us an exemption to the flag ordinance, and allow us to fly our flags as seen in the photos provided with this request. In so doing, we will not tarnish Addison's dedication to aesthetic uniformity, but rather inspire continued devotion and pride in both our company and the community it serves.



[illegible]

Street Frontage	1-Ton, 4" Cds per 25 Lf.	2-Ton, 6" Cds per 25 Lf.	3-Ton, 8" Cds per 25 Lf.	4-Ton, 10" Cds per 25 Lf.	5-Ton, 12" Cds per 25 Lf.	6-Ton, 14" Cds per 25 Lf.	7-Ton, 16" Cds per 25 Lf.	8-Ton, 18" Cds per 25 Lf.	9-Ton, 20" Cds per 25 Lf.	10-Ton, 22" Cds per 25 Lf.	11-Ton, 24" Cds per 25 Lf.	12-Ton, 26" Cds per 25 Lf.	13-Ton, 28" Cds per 25 Lf.	14-Ton, 30" Cds per 25 Lf.	15-Ton, 32" Cds per 25 Lf.	16-Ton, 34" Cds per 25 Lf.	17-Ton, 36" Cds per 25 Lf.	18-Ton, 38" Cds per 25 Lf.	19-Ton, 40" Cds per 25 Lf.	20-Ton, 42" Cds per 25 Lf.	21-Ton, 44" Cds per 25 Lf.	22-Ton, 46" Cds per 25 Lf.	23-Ton, 48" Cds per 25 Lf.	24-Ton, 50" Cds per 25 Lf.	25-Ton, 52" Cds per 25 Lf.	26-Ton, 54" Cds per 25 Lf.	27-Ton, 56" Cds per 25 Lf.	28-Ton, 58" Cds per 25 Lf.	29-Ton, 60" Cds per 25 Lf.	30-Ton, 62" Cds per 25 Lf.	31-Ton, 64" Cds per 25 Lf.	32-Ton, 66" Cds per 25 Lf.	33-Ton, 68" Cds per 25 Lf.	34-Ton, 70" Cds per 25 Lf.	35-Ton, 72" Cds per 25 Lf.	36-Ton, 74" Cds per 25 Lf.	37-Ton, 76" Cds per 25 Lf.	38-Ton, 78" Cds per 25 Lf.	39-Ton, 80" Cds per 25 Lf.	40-Ton, 82" Cds per 25 Lf.	41-Ton, 84" Cds per 25 Lf.	42-Ton, 86" Cds per 25 Lf.	43-Ton, 88" Cds per 25 Lf.	44-Ton, 90" Cds per 25 Lf.	45-Ton, 92" Cds per 25 Lf.	46-Ton, 94" Cds per 25 Lf.	47-Ton, 96" Cds per 25 Lf.	48-Ton, 98" Cds per 25 Lf.	49-Ton, 100" Cds per 25 Lf.	50-Ton, 102" Cds per 25 Lf.	51-Ton, 104" Cds per 25 Lf.	52-Ton, 106" Cds per 25 Lf.	53-Ton, 108" Cds per 25 Lf.	54-Ton, 110" Cds per 25 Lf.	55-Ton, 112" Cds per 25 Lf.	56-Ton, 114" Cds per 25 Lf.	57-Ton, 116" Cds per 25 Lf.	58-Ton, 118" Cds per 25 Lf.	59-Ton, 120" Cds per 25 Lf.	60-Ton, 122" Cds per 25 Lf.	61-Ton, 124" Cds per 25 Lf.	62-Ton, 126" Cds per 25 Lf.	63-Ton, 128" Cds per 25 Lf.	64-Ton, 130" Cds per 25 Lf.	65-Ton, 132" Cds per 25 Lf.	66-Ton, 134" Cds per 25 Lf.	67-Ton, 136" Cds per 25 Lf.	68-Ton, 138" Cds per 25 Lf.	69-Ton, 140" Cds per 25 Lf.	70-Ton, 142" Cds per 25 Lf.	71-Ton, 144" Cds per 25 Lf.	72-Ton, 146" Cds per 25 Lf.	73-Ton, 148" Cds per 25 Lf.	74-Ton, 150" Cds per 25 Lf.	75-Ton, 152" Cds per 25 Lf.	76-Ton, 154" Cds per 25 Lf.	77-Ton, 156" Cds per 25 Lf.	78-Ton, 158" Cds per 25 Lf.	79-Ton, 160" Cds per 25 Lf.	80-Ton, 162" Cds per 25 Lf.	81-Ton, 164" Cds per 25 Lf.	82-Ton, 166" Cds per 25 Lf.	83-Ton, 168" Cds per 25 Lf.	84-Ton, 170" Cds per 25 Lf.	85-Ton, 172" Cds per 25 Lf.	86-Ton, 174" Cds per 25 Lf.	87-Ton, 176" Cds per 25 Lf.	88-Ton, 178" Cds per 25 Lf.	89-Ton, 180" Cds per 25 Lf.	90-Ton, 182" Cds per 25 Lf.	91-Ton, 184" Cds per 25 Lf.	92-Ton, 186" Cds per 25 Lf.	93-Ton, 188" Cds per 25 Lf.	94-Ton, 190" Cds per 25 Lf.	95-Ton, 192" Cds per 25 Lf.	96-Ton, 194" Cds per 25 Lf.	97-Ton, 196" Cds per 25 Lf.	98-Ton, 198" Cds per 25 Lf.	99-Ton, 200" Cds per 25 Lf.	100-Ton, 202" Cds per 25 Lf.	101-Ton, 204" Cds per 25 Lf.	102-Ton, 206" Cds per 25 Lf.	103-Ton, 208" Cds per 25 Lf.	104-Ton, 210" Cds per 25 Lf.	105-Ton, 212" Cds per 25 Lf.	106-Ton, 214" Cds per 25 Lf.	107-Ton, 216" Cds per 25 Lf.	108-Ton, 218" Cds per 25 Lf.	109-Ton, 220" Cds per 25 Lf.	110-Ton, 222" Cds per 25 Lf.	111-Ton, 224" Cds per 25 Lf.	112-Ton, 226" Cds per 25 Lf.	113-Ton, 228" Cds per 25 Lf.	114-Ton, 230" Cds per 25 Lf.	115-Ton, 232" Cds per 25 Lf.	116-Ton, 234" Cds per 25 Lf.	117-Ton, 236" Cds per 25 Lf.	118-Ton, 238" Cds per 25 Lf.	119-Ton, 240" Cds per 25 Lf.	120-Ton, 242" Cds per 25 Lf.	121-Ton, 244" Cds per 25 Lf.	122-Ton, 246" Cds per 25 Lf.	123-Ton, 248" Cds per 25 Lf.	124-Ton, 250" Cds per 25 Lf.	125-Ton, 252" Cds per 25 Lf.	126-Ton, 254" Cds per 25 Lf.	127-Ton, 256" Cds per 25 Lf.	128-Ton, 258" Cds per 25 Lf.	129-Ton, 260" Cds per 25 Lf.	130-Ton, 262" Cds per 25 Lf.	131-Ton, 264" Cds per 25 Lf.	132-Ton, 266" Cds per 25 Lf.	133-Ton, 268" Cds per 25 Lf.	134-Ton, 270" Cds per 25 Lf.	135-Ton, 272" Cds per 25 Lf.	136-Ton, 274" Cds per 25 Lf.	137-Ton, 276" Cds per 25 Lf.	138-Ton, 278" Cds per 25 Lf.	139-Ton, 280" Cds per 25 Lf.	140-Ton, 282" Cds per 25 Lf.	141-Ton, 284" Cds per 25 Lf.	142-Ton, 286" Cds per 25 Lf.	143-Ton, 288" Cds per 25 Lf.	144-Ton, 290" Cds per 25 Lf.	145-Ton, 292" Cds per 25 Lf.	146-Ton, 294" Cds per 25 Lf.	147-Ton, 296" Cds per 25 Lf.	148-Ton, 298" Cds per 25 Lf.	149-Ton, 300" Cds per 25 Lf.	150-Ton, 302" Cds per 25 Lf.	151-Ton, 304" Cds per 25 Lf.	152-Ton, 306" Cds per 25 Lf.	153-Ton, 308" Cds per 25 Lf.	154-Ton, 310" Cds per 25 Lf.	155-Ton, 312" Cds per 25 Lf.	156-Ton, 314" Cds per 25 Lf.	157-Ton, 316" Cds per 25 Lf.	158-Ton, 318" Cds per 25 Lf.	159-Ton, 320" Cds per 25 Lf.	160-Ton, 322" Cds per 25 Lf.	161-Ton, 324" Cds per 25 Lf.	162-Ton, 326" Cds per 25 Lf.	163-Ton, 328" Cds per 25 Lf.	164-Ton, 330" Cds per 25 Lf.	165-Ton, 332" Cds per 25 Lf.	166-Ton, 334" Cds per 25 Lf.	167-Ton, 336" Cds per 25 Lf.	168-Ton, 338" Cds per 25 Lf.	169-Ton, 340" Cds per 25 Lf.	170-Ton,
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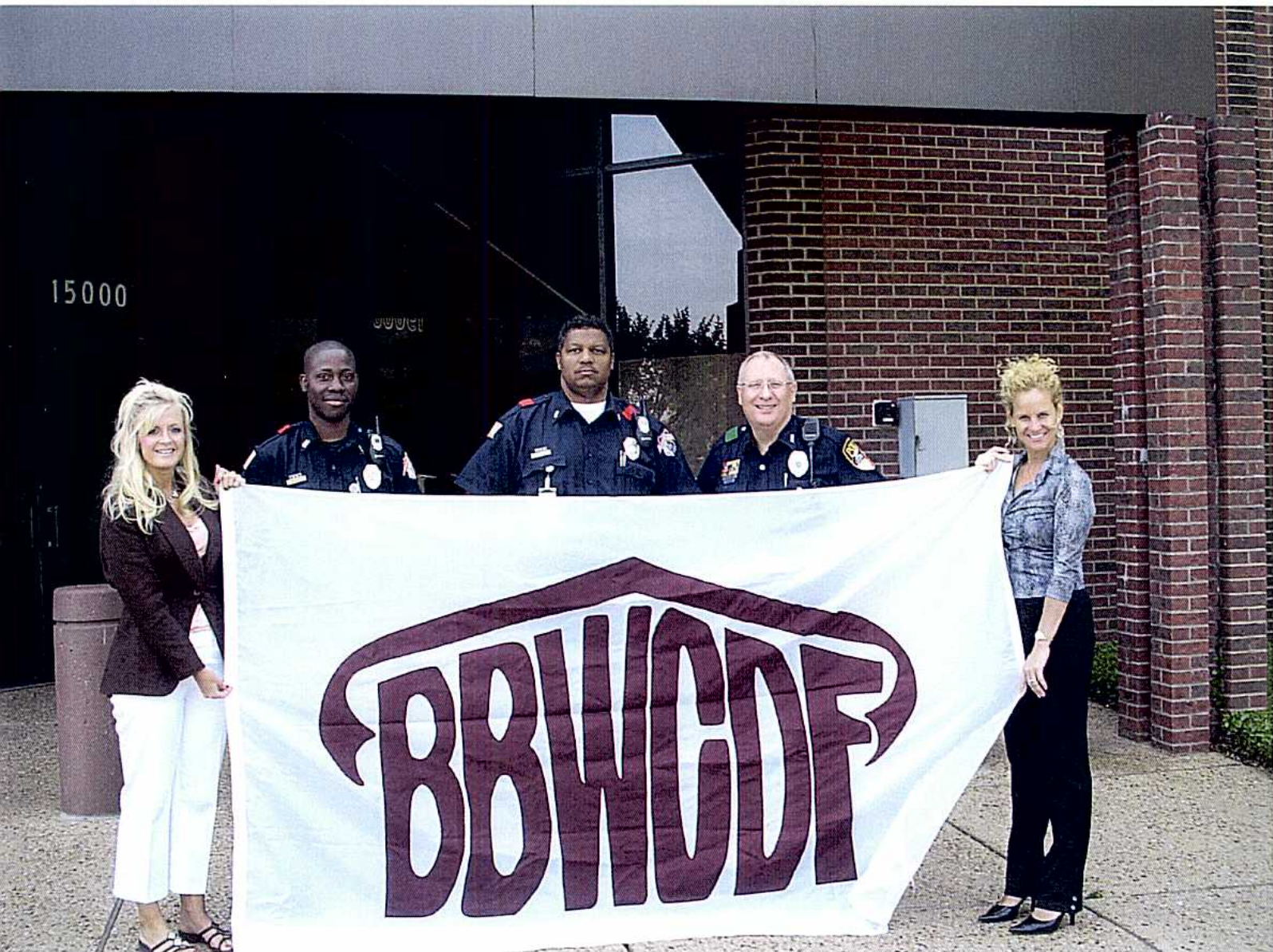






















**Council Agenda Item #R7****SUMMARY:**

This item is for the rejection of bids submitted for Paving and Drainage Improvements to Addison Road, Phase I

**FINANCIAL IMPACT:**

Construction Budget Amount: \$1,250,000.00

Construction Cost: \$2,076,106.00

Source of Funds: \$2,500,000 was funded for Addison Road improvements from General Obligation Bonds. From this amount, \$1,250,000 was established for construction.

**BACKGROUND:**

The Town received bids for the proposed widening of Addison Road, from Belt Line Road to Arapaho Road, on May 31, 2005. The contract documents included a provision that any bid with a total number of days allotted for construction exceeding 180 calendar days would be considered non-responsive. As a result, Tiseo Paving Company, in the amount of \$2,076,106.00 and 180 calendar days, submitted the lowest responsive bid. This bid was approximately \$826,000 over the Engineer's estimate, which was the basis for the construction budget for this project. Public Works Department staff reviewed the Contractor's bid by individual line item versus the estimate prepared by the Engineer, and have determined that the Engineer failed to generate sufficient bid quantities and unit prices in the project estimate to match actual construction costs. In addition, strict FAA guidelines for maximum height of newly relocated power poles along Addison Road created the need to eliminate the majority of the existing mature trees on the east side of the roadway in order to accommodate required lower power lines. This condition would adversely impact the adjacent properties on Addison Road despite the inclusion of a proposed replacement landscaping theme in the contract. As a result, it is recommended that all bids be rejected for this project and a potential change in the scope of work for construction of the Addison Road, Phase I improvements be evaluated prior to re-advertising for bids. The Town will be obligated to coordinate construction and incur certain costs related to the project including the following:

- Cost of fabrication and delivery of the new concrete power poles by TXU, as well as some minor costs for temporary pole relocations that have already been

performed. Staff will need to obtain a final cost summary from TXU for payment of these expenses.

- Connection of the proposed Arapaho Road, Phase III project to existing pavement on Addison Road, including concrete pavement, traffic markings, and signalization issues.
- Coordination with paving and drainage improvements for development of the proposed On the Border.

**RECOMMENDATION:**

It is recommended that the Council reject all bids submitted for Paving and Drainage Improvements to Addison Road, Phase I.

Paving and Drainage Improvement to Addison Road - Phase I  
Bid NO 05-23

DUE: May 31, 2005  
2:00 PM

BIDDER	SIGNED	BID BOND	Addendum 1	Addendum 2	Addendum 3	Standard Bid (A)	Total Calendar Days X \$2,000 (B)	Total Bid (A+B)
Texas Sterling Construction, LP	Y	Y	Y	Y	Y	\$ 1,862,666.40	\$ 420,000.00	\$ 2,282,666.40
Tiseo Paving Co.	Y	Y	Y	Y	Y	\$ 2,076,106.00	\$ 360,000.00	\$ 2,436,106.00
Jim Bowman Construction Co. LP	Y	Y	Y	Y	Y	\$ 2,325,801.50	\$ 600,000.00	\$ 2,925,801.50
Site Concrete, Inc.	Y	Y	Y	Y	Y	\$ 2,621,797.22	\$ 360,000.00	\$ 2,981,797.22

Shanna N. Sims

Shanna N. Sims, Budget and Procurement Manager

Katie H. Poller

Witness



## **Council Agenda Item: #R8**

### **SUMMARY:**

Consideration and approval of a resolution authorizing the City Manager to enter into an agreement with Leland Consulting Group to assist the Town in the development of the Belt Line Corridor Investment strategy.

### **FINANCIAL IMPACT:**

Funding for the study would be provided from the Belt Line bond funds.

### **BACKGROUND:**

As a result of the preliminary work that RTKL provided for the Town, it became clear that additional work was needed to test the proposed Belt Line concepts identified by RTKL and determine the appropriate mix of land uses and product types. Specifically staff realized that current and future market conditions needed to be evaluated; that the Town needed to develop appropriate financing mechanisms and incentives to attract private sector partners; and that specific strategies for the Belt Line corridor which would address target market niches, pricing and incentives needed to be developed. Staff requested a proposal from Leland Consulting Group, which has extensive background in this area.

The proposal is divided into a series of work tasks which are priced separately. The total cost of the work tasks is \$59,000 excluding expenses. Staff is recommending that Council authorize the City Manager to enter into an agreement with Leland Consulting Group for an amount not to exceed \$65,000. The additional amount would cover travel and any other expenses they may occur.

**RECOMMENDATION:** Staff recommends that Council authorize the City Manager to enter into an agreement with Leland Consulting Group in an amount not to exceed \$65,000.



28 March 2005

Ms. Lea Dunn  
Deputy City Manager  
TOWN OF ADDISON  
5300 Belt Line Road  
Addison, TX 75001-9010

**RE: REVISED PROPOSAL FOR BELT LINE CORRIDOR INVESTMENT STRATEGY**

Dear Ms. Dunn:

On behalf of Leland Consulting Group (Real Estate Strategists), we are pleased to present this proposal to assist the Town of Addison (the Town) with preparation of market and economic analyses and investment strategies related to revitalization of the Belt Line Road Corridor in Addison, Texas. Forming and advancing the development agenda requires a keen understanding of the goals and aspirations of the community, the realities of the marketplace, the peculiarities of the political landscape and the constraints of local public / private resources. The balance of this proposal outlines a scope of work designed to provide a context for these issues.

## UNDERSTANDING AND APPROACH

Based on our recent discussions, we understand that you are interested in defining a market-based development strategy for a revitalized Belt Line Road corridor. You are interested in: evaluating current and future market conditions to determine the appropriate mix of land uses and product types; developing a "tool box" of financing mechanisms and incentives to attract private sector partners; formulating a private sector engagement strategy for the Corridor, which would address target market niches, pricing and incentives; and developing public-private partnerships designed to leverage the investment the Town is making in the project area.

Leland Consulting Group's approach to a project such as this is to develop an understanding of the demands of the marketplace, barriers to investment (regulatory, financial, physical, political and market), and valued assets of the property and surrounding environs, while educating and building support. A critical distinction in our approach is the formulation of a market strategy vs. a market study. We feel strongly that a market strategy will provide you with a thorough understanding of: the physical environment within which development exists (through iterative dialogue with your designers and engineers); user group profiles for various development types; factors necessary for success; and, a platform for action. Key components of the market strategy will include:

- Clearly defining the vision, theme and quality of development;
- Providing a "reality check" for conceptual planning and design efforts;
- Quantifying market conditions and translating them into opportunities;
- Identifying target markets and quantifying their depth;
- Working in an iterative environment with other members of the project team;
- Understanding the financial implications of development; and

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Centennial, CO 80112  
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Portland, OR 97205-3611  
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fx 503. 222. 5078





- Defining public and private sector roles.

Ultimately, the market strategy will provide the Town with an accurate, independent and market-driven “story” to tell potential developer, builder, lender and investor audiences.

Based on the assignment parameters and objectives outlined above, a multi-task work scope and method of approach has been prepared and is presented as follows. Each task has been priced separately in order that you can formulate an approach most relevant for your needs and those of the project. Preliminary conclusions will be provided in the form of working papers and memoranda which will enable you to evaluate our analysis as it progresses.

**Work Task 1.0: Market Analysis (\$18,000)**

**1.1: Project Orientation and Administration**

- Acquire all relevant data and documents that pertain to the project and study area;
- Establish lines of communication among the project team;
- Determine date(s) for decision-making meeting(s); and
- Refine administrative matters.

**1.2: Site and Market Reconnaissance**

- Identify surrounding conditions, and type of ownership of land uses;
- Consider access and visibility of the corridor from major transportation thoroughfares;
- Evaluate availability of existing and planned infrastructure, including road networks and utility lines;
- Evaluate effect(s) of the market area’s overall development image and political climate;
- Understand impacts of select development concerns, e.g., zoning, water rights, public works capacity and other restrictions applicable to development; and
- Meet with other project consultants to discuss physical factors which will affect marketability of the corridor.

**1.3: Trade Area Identification**

*Determine the trade area(s) for proposed land uses considering impacts from:*

- Physical barriers, such as highways, major arterials, etc.;
- Location of possible competition, both within and outside the market;
- Proximity to population and/or employment concentrations; and
- Market factors which will set values for development.





## **1.4: Historical/Projected Economic and Demographic Data**

*Analyze the following market indicators:*

- Population growth;
- Household growth;
- Household income levels;
- Consumer spending patterns;
- Lifestyle characteristics (psychographics);
- Tourist/visitor patterns;
- Employment growth; and
- Other indicators, as identified.

## **1.5: Competitive Supply Analysis**

- Conduct interviews with market area planning and community development officials regarding area trends / issues, planned projects and developments currently under construction; and
- Conduct a comparative analysis of competitive projects and areas based on location, size, character and theme, pricing, product type / mix, absorption rate, target market, and sources of demand.

## **1.6: Market Demand Analysis**

- Complete audits and inventories of all primary land uses;
- Consider impact of proposed and existing activity generators in the area;
- Analyze factors which will impact future demand for development opportunities among various land uses;
- Identify opportunities for building on existing strengths;
- Consider corridor's competitive position and ability to capture market share;
- Forecast demand for proposed land uses in market area over 10 years and quantify potential market share for the project.

## **Task 1 Work Products**

- Oral communications in conference which develop from the research
- 2 work sessions with project team
- Executive summary report of market analysis findings



## Work Task 2.0:

### Delivery System Capacity Analysis (\$6,000)

#### 2.1: One-on-One Meetings

*Meet with key property and business owners including representatives of the development “delivery system” such as:*

- Public Officials
- Financiers
- Developers
- Property Owners
- Brokers
- Institutional Leaders, and
- Others

*Note: The purpose of these interviews will be to discuss opportunities and constraints to past and future public improvement and economic development efforts.*

#### 2.2: Barriers to Investment

*Prepare a list of barriers in the community’s development “delivery system” identified during the meetings and reflective of opportunities, constraints and past forces which have molded Addison.*

### Task 2 Work Products

- One-on-One meetings
- Technical memorandum summarizing investment barriers

## Work Task 3.0:

### Identification of Catalyst Areas (\$10,000)

#### 3.1 Land Inventory

*Analyze vacant and underutilized land in the study area, consider ownership patterns, and the potential for assembly of significant parcels for new development or redevelopment in catalyst locations.*

#### 3.2 Niche Opportunities

*Assess the corridor’s and catalyst area’s ability to accommodate niche opportunities and real estate product types.*



### 3.3: Programming Recommendations

*Work with the project team to prepare alternative development program recommendations for catalyst areas which address the following factors:*

- Mix of land uses;
- Market niches which provide immediate development and/or redevelopment potential;
- Sale price and lease rate ranges;
- Image and theme;
- Amenities; and
- Other critical factors.

### 3.4 Evaluate Alternatives

*Develop evaluation criteria for objectively evaluating the conceptual design alternatives.*

### 3.5 Comparative Analyses

*Complete comparative analyses based on evaluation criteria including fiscal considerations, neighborhood and transit impacts, compatibility, etc.*

### 3.6 Preferred Alternatives

*Facilitate a discussion with the project team – presenting the comparative analyses, collectively evaluating the alternative catalyst concepts and selecting preferred alternatives.*

### Task 3 Work Products

- Oral communications in conference which develop from the research
- 1 work session with project team
- Marketing sheets for catalyst projects describing market opportunity

### Work Task 4.0:

### Financial Analyses (\$5,000)

#### 4.1: Development Proforma

*Work with the project team to prepare development economic analyses (10-year proforma) for the identified projects, addressing the following factors:*

- Project revenues;
- Preliminary development costs;





- Operating expenses; and
- Estimate of economic return (both public and private)

## 4.2: Financial Mechanisms - Impacts

*Work with the project team to understand the impact of using a range of financing mechanisms to offset capital costs related to the projects given:*

- Priority public and private investments (required);
- Positioning strategies for select properties; and
- Market-driven phasing recommendations.

## Task 4 Work Products

- Oral communications in conference which develop from the analyses
- 1 work session with project team
- Development economic analyses with pro formas and underlying assumptions

## Work Task 5.0:

### Implementation Strategy (\$10,000)

#### 5.1: Priorities for Investment

- Prepare a list of public and private investments necessary to catalyze investment;
- Work with project team to develop criteria for prioritizing investment; and
- Complete a phasing and sequencing timetable.

#### 5.2 Development Incentives

- Prepare a list of development incentives for consideration by Town of Addison including: land write-downs; taxing policies; rent abatement programs; and others;
- Understand past incentives used by the Town and their impact;
- Present a summary of incentives used by comparable communities; and
- Demonstrate their application and impact relative to the catalyst projects.

#### 5.3 Financing Tools

*Prepare a list of financing tools and sources including:*

- Tax Increment Financing
- Special Assessment Districts



- Leases
- Bond Financing
- Community Development Block Grants
- Urban Development Action Grants
- Private Investment Dollars
- Others

## 5.4 Action Plan

- Prepare action plan with specific projects and programs (including implementing entity);
- Incorporate investment priorities and development incentives developed from Tasks 5.1, 5.2 and 5.3 above;
- Supplement plan with a timetable for action -- short-term (24 months), mid-term (5 years) and long-term (10 years).

## 5.5 Benchmarks

- Develop list of qualitative and quantitative benchmarking variables;
- Supplement list with variables identified during completion of *Market Analysis* tasks; and
- Build an electronic data base with identified sources.

*Qualitative benchmarking variables will relate to the goals and aspirations of the stakeholders and can be reflected by periodic stakeholder surveys. Qualitative benchmarks can relate to perceptions of quality of life, including safety; cleanliness; vitality; etc.*

*Note: The purpose of this task is to monitor the progress of implementing the plan by providing baseline measures for benchmarking.*

## Task 5 Work Products

- Oral communications in conference which develop from the analysis
- 1 work session with project team
- Technical memoranda

## Work Task 6.0:

### Fiscal Impact Analysis (\$4,000)

#### 6.1: Fiscal Impact – Revenue Factors

*Formulate assumptions regarding:*

- Development timing / absorption;
- Construction timetable;



- Development values;
- Job generation (construction and permanent);
- Wage / salaries by job type and income levels;
- Consumer expenditure patterns;
- Property, sales and use tax rates; and
- Other factors, as identified.

## 6.2: Fiscal Impact -- Service Cost Factors

*Formulate assumptions regarding:*

- Town service demand by department / sector;
- Other service demand impacts, such as transportation, emergency medical services, etc.; and
- Impacts to other service providers (e.g., schools).

## 6.3: Net Economic Impacts

*Quantify:*

- Annual revenues generated from the project through construction and build-out;
- Annual service costs associated with the project through construction and build-out;
- Indirect revenue and cost impacts (e.g., multiplier effect) generated by the projects through construction and build-out; and
- Net economic impact of project.

## Task 6 Work Products

- Oral communications in conference which develop from the research
- 1 work session with project team
- Technical memoranda

## Work Task 7.0:

### Preparation of Developer RFQ/RFP (\$6,000)

#### 7.1: Project Marketing Package

*Prepare a marketing package for the projects which include the following:*

- Discussion of investment opportunity
- Project concept
- Market/economic conditions affecting development
- Development pro forma analysis
- Public sector involvement/financial commitments
- Other factors, as identified





*Note: The marketing package work task does not include time and materials related to graphic design and reproduction.*

## **7.2: Developer RFQ/RFP**

*Prepare Developer RFQ/RFP documents, addressing:*

- Expectations of public/private sectors
- Significant “deal points” (e.g., land lease vs. sale, public sector operation management, etc.)
- Target returns for public/private sectors
- Public sector contributions to project (infrastructure, financing, etc.)
- Potential public/private partnership opportunities
- Submittal requirements
- Criteria for selection of developer

## **7.3: Assistance in Evaluation/Selection of Developers**

- Assist project team in evaluating developer proposals
- Conduct interviews with prospective developers/investors
- Provide additional project due diligence for RFQ/RFP process
- Assist in selection of project developer(s)

*Note: This scope of work does not include development negotiations with selected developer(s).*

## **Task 7 Work Products**

- Work session(s) with project team
- Project marketing package
- Draft of Developer RFQ/RFP
- Meetings/interviews with prospective developers/investors

## **BUDGET AND TIMING**

The estimated time to complete the tasks above is approximately 3 to 4 months. The time period for evaluation of developer RFQs/RFPs will depend on a number of factors including how quickly we complete the preceding tasks and the Town’s timeframe for implementation. Fees for this assignment are estimated as presented above by work task. These fees do not include out-of-pocket expenses related to travel, data purchases, postage and telephone use, which are reimbursable to us at the actual cost thereof; provided, however, that we understand that reimbursement for travel expenses will not be allowed unless we first obtain your written consent to such travel and our incurring reasonable expenses in connection therewith. Leland Consulting Group staff assigned to this project include: Anne Ricker and Bill Cunningham as the principal client contacts and Ted Kamp as lead project consultant.



## TERMS OF PAYMENT AND OTHER CONDITIONS

Billings will be issued monthly as our work progresses. All billings will include a statement of services rendered and the amount owed in connection therewith, an itemized statement of reimbursable costs and expenses incurred, and the sum of all prior payments for the scope of work set forth herein; the cumulative amounts of payments shall not exceed the total amount set forth herein. In addition, billings will include such additional documents, materials or information as the Town may reasonably request. We understand that we will not be entitled to any compensation for any services or work not actually performed or for any lost profits as a result of any abandonment or suspension of work by the Town. The final bill is due and payable upon delivery of all final written work products (by task). If at any point during the course of this engagement, our findings lead us to a negative conclusion(s), we will discuss our findings and alternative approaches with you and reach an agreement on how we should proceed.

We will perform all work hereunder in a manner satisfactory and acceptable to the Town.

The reports, documents, materials, and other information which we prepare under or pursuant to services and work set forth herein is and shall be the sole property of the Town.

Our agreement with the Town of Addison to perform the work and services set forth herein and our relationship hereunder shall not be construed to and does not create a partnership, joint venture, joint enterprise, or agency relationship between the Leland Consulting Group and the Town, and Leland Consulting Group is and shall operate as an independent contractor and not as an agent of the Town under or in connection with this agreement. The services and work to be performed and provided by us shall be provided in a manner consistent with all applicable standards, regulations, and laws governing the same.

We understand and agree that we, or the Town of Addison, may terminate our agreement and the services set forth herein at any time by giving to the other party at least 30 days written notice of such termination. Termination will have no effect upon our rights and obligations or those of the Town arising out of any transaction occurring prior to the effective date of such termination. In the event of termination or upon the expiration of this Agreement, all finished or unfinished data, studies, reports and other materials and items (whether kept electronically, in writing, or otherwise) which we have prepared will be and become the property of the Town and we will promptly deliver such items to the Town. Any rights and remedies either we or the Town may have with respect to the other arising out of the performance of our services and work shall survive the cancellation, expiration or termination of this agreement.

We will keep confidential all records, reports, information, documents, or other materials given to or prepared by us in connection with the services and work set forth herein

We understand and agree that we will not and have no authority to assign, transfer, delegate, subcontract or otherwise convey any interest herein or the work or services to



# LELAND CONSULTING GROUP



be performed hereunder without the prior written consent of the Town, and any such assignment, transfer, delegation, subcontract or other conveyance without the Town's prior written consent will be null and void.

In the event of any action under this agreement, venue for the same shall be instituted and maintained in Dallas County, Texas. We agree and understand with the Town that the laws of the State of Texas shall govern and apply to the interpretation, validity and enforcement of the matters set forth herein; and, with respect to any conflict of law provisions, the parties agree that such conflict of law provisions shall not affect the application of the law of Texas (without reference to its conflict of law provisions) to the governing, interpretation, validity and enforcement of this Agreement.

We agree that if any provision of the matters set forth here is held to be illegal, invalid or unenforceable under present or future laws, such provision shall be fully severable, and this agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision is not a part hereof, and the remaining provisions hereof shall remain in full force and effect.

We agree that the services and work set forth herein and our agreement are solely for the benefit of Leland Consulting Group and the Town of Addison, and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

The matters set forth herein constitute the entire agreement between Leland Consulting Group and the Town of Addison with respect to Leland Consulting Group's work and services described herein, supersedes all prior agreements, and may be amended only in writing.

## ACCEPTANCE OF PROPOSAL

We are excited about this project and look forward to establishing a close working relationship with the Town of Addison. If you have any questions regarding this submittal, please do not hesitate to contact either myself or Bill Cunningham at 303.458.5800. We look forward to working with you.

Sincerely,

LELAND CONSULTING GROUP

Anne B. Ricker  
Principal

Bill J. Cunningham  
Principal



## ANNE B. RICKER

*Principal*

Ms. Ricker has extensive experience with real estate market analysis, economic feasibility studies and economic development analysis for public and private sector clients. As a former Senior Associate in the Real Estate Advisory Services Division of Lavenhol & Horwath (L&H), she managed teams working with the FSLIC and Resolution Trust Corporation (RTC) to identify solutions for problem assets. Since joining Leland Consulting Group, Ms. Ricker has successfully assisted private and public sector clients in evaluating land, identifying opportunities and barriers to development and creating tools and strategies to achieve success. In 1996, Ms. Ricker, together with Mr. Cunningham, expanded the firm with the Denver office of Leland Consulting Group and since has developed the firm's reputation as a leader in real estate advisory in the Denver region and Front Range. As a member and speaker for the International Downtown Association, Ms. Ricker has focused on assisting downtowns and regional entities with implementation strategies for real estate redevelopment and providing organizations financing tools for successful revitalization.

*Consulting Experience:*

Colorado, New Mexico, Montana, Nevada, Utah, Oklahoma, Wyoming, Oregon, California, Texas, Louisiana, Washington and New York

*Concentrations:*

Housing and Public Policy, Consumer Housing, Real Estate and Real Estate Law, Land Use Planning, Natural Resource Law, Social Welfare and Housing Special Needs

*Areas of Expertise:*

Market and Feasibility Analysis, Strategic Economic Development Planning, Development Economics, Economic/Fiscal Impact Analysis, Public and Real Estate Finance, Commercial Revitalization and Reuse Strategy, Asset Acquisition and Disposition Strategy, Loan/Portfolio Review

*Career Practice:*

Internship: Fort Collins, Colorado, Community Devel. Block Grant Office

Survey Coordinator: Handicapped Information Office, United Way Affiliate (Housing Survey)

Economic Market Analyst: THK Associates, Inc.

Senior Consultant: Lavenhol & Horwath (Denver), Real Estate Advisory Services

Senior Associate: Lavenhol & Horwath (Los Angeles), Real Estate Advisory Services

Senior Associate: Leland Consulting Group (Portland), Real Estate Economists, Development Advisors & Project Managers

Principal: Leland Consulting Group (Denver), Real Estate Economists & Development Advisors



Colorado State University, Consumer Science and Public Housing, Bachelor of Science

Colorado State University, Construction Management

*Additional Course Work:*

Real Estate Finance, Real Estate Feasibility Analysis, Economic/Demographic Data Analysis, Statistics, Management, Accounting and Computer Information Processing

## ANNE B. RICKER

*Continued*



### *Professional Affiliations:*

Member: Urban Land Institute  
Member: International Downtown Association  
Member: Downtown Denver Partnership  
Member: Lower Downtown District, Inc.

### *Major Clients Served:*

Arapahoe County, Colorado  
Aspen-Pitkin County Planning Dept., Colorado  
BRW, Inc.  
Boulder Housing Authority  
Calthorpe Associates  
The Chotin Group  
Century West Development, Inc.  
CITICORP  
City of Aurora, Colorado  
City of Commerce City, Colorado  
City & County of Denver, Colorado  
City of Federal Heights, Colorado  
City of Fort Collins, Colorado  
City of Lakewood, Colorado  
City of Midland, Texas  
City of Montrose, Colorado  
City of Northglenn, Colorado  
City of Pueblo, Colorado  
City of Salida, Colorado  
City of Tualatin, Oregon  
Colorado Housing Finance Authority  
Denver Housing Authority  
Denver Symphony Task Force  
Design Studios West  
Downtown Denver Partnership  
Federal Deposit Insurance Corp.  
Feld Company  
G.T. Land Colorado, Inc.

Gionet Development Company  
Greater Denver Chamber of Comm.  
HOH Associates, Inc.  
HOK, Inc.  
Johnson Wax Development Corp  
King Brothers Development  
Lincoln Property Company  
Long-Term Credit Bank of Japan  
Medit Corporation  
Metro Denver Network  
Missoula County, Montana  
Navajo Nation  
Oregon Economic Dev't. Department  
Pierce County, Washington  
Port of Anacortes, Washington  
Port of Kennewick, Washington  
Port of Klickitat, Washington  
Portland General Electric  
Public Service Company of Colorado  
Ratheon Corporation  
Regional Transportation District  
Resolution Trust Corporation  
Saguache County, Colorado  
Tooele County, Utah, Economic Dev't. Corp.  
Town of Paonia, Colorado  
Town of Snowmass Village, Colorado  
Tri-Met, Oregon  
Weyerhaeuser Realty Investors



## BILL J. CUNNINGHAM

*Principal*

**L** Mr. Cunningham has extensive experience providing a wide variety of economic development and real estate advisory services to public and private sector clients throughout the United States. Mr. Cunningham was formerly a Manager with the nation's largest real estate advisory firm, Arthur Andersen & Co. and a Senior Real Estate Associate with the international accounting firm of Laventhol & Horwath. His areas of expertise include market and financial feasibility analyses for real properties, as well as a special focus on convention and public feasibility analyses; mixed-use resorts; commercial revitalization plans; and asset management and disposition strategies. He holds a Bachelor of Arts degree from the University of Northern Colorado and a Master of Business Administration from the University of Denver.

### *Consulting Experience:*

Colorado, New Mexico, Utah, California, Oregon, Arizona, Wyoming, Montana, Texas, Louisiana, Michigan, Illinois, North Carolina and Mexico.

### *Career Practice:*

Market Research Analyst: Wood Bros. Homes  
Real Estate Consultant: Laventhol & Horwath  
Senior Real Estate Associate: Laventhol & Horwath  
Principal: Business Economics Group  
Principal: Western Economic Associates  
Manager: GA/Partners-Arthur Andersen & Co.  
Principal: Leland Consulting Group (Denver), Real Estate Strategists

### *Areas of Expertise:*

Market and Feasibility Analysis, Development Economics, Economic/Fiscal Impact Analysis, Public and Real Estate Finance, Strategic Economic Development Planning, Commercial Revitalization and Reuse Strategy, Asset Acquisition and Disposition Strategy, Loan/Portfolio Review



University of Colorado  
*Bachelor of Arts*

University of Denver  
*Master of Business Administration*

# LELAND CONSULTING GROUP

## *Introduction to the Firm*

**L** Helping clients succeed. That's the guiding principle behind Leland Consulting Group, a consulting firm dedicated to providing the best in client service.

What began as a real estate consulting practice has come to include a wider range of strategy, financial, and management services as principals with varied backgrounds have joined the firm. Our core focus remains—Leland Consulting Group continues to focus on enhancing opportunities, solving problems, reducing risk and adding value. Leland Consulting Group provides the following services:



- Market research
- Public/Private partnership strategies
- Due diligence
- Feasibility analysis
- Economic and environmental impact analysis
- Site selection and purchase negotiations
- Market and Implementation strategies
- Project management for development
- Development strategies and programming
- Economic development
- Public approvals
- Deal structuring

Leland Consulting Group, Real Estate Strategists, is a regional firm with offices in Portland, Oregon, Denver, Colorado and San Diego, California. The group is comprised of urban economists, real estate market analysts, planning and development advisors and project managers who specialize in analyzing market and economic factors that affect public and private sector development. Our business objective is to bring a high level of reality and practical experience to our assignments. We accomplish this through extensive cross-training in market research, economic analysis and development. The firm and its principals have completed more than 3,000 real estate and economic consulting assignments for public and private sector organizations. This industry exposure has built a rich base from which to draw focused experience that is thoughtfully applied to each project.



# LELAND CONSULTING GROUP

## *Scope of Experience*



Leland Consulting Group has significant real estate advisory experience with the following types of real estate:

### **Housing:**

- Single-Family Detached*
- Single-Family Attached*
- Garden Apartments*
- Low-Rise, High Density*
- Condominiums*
- Row Houses*
- Second Homes & Resorts*
- Loft Housing*
- Subdivisions*
- Senior & Low-Income Housing*
- Mobile Home Parks*
- Traditional Neighborhood Development*
- Mixed-Use (Housing)*

### **Office-Commercial:**

- Low-Rise Suburban Offices*
- Mid-Rise Suburban Offices*
- High-Rise Urban Offices*
- Business/Office Parks*
- Medical/Dental Offices*
- Condominium Offices*

### **Industrial:**

- Single-User Industrial Facilities*
- Light Industrial Parks*
- Heavy Industrial Parks*
- Technology Parks*
- Corporate Industrial/Office Parks*
- Warehouse & Distribution Facilities*
- Flex Office*

### **Tourism, Resorts and Recreational:**

- Hotels & Motels*
- Golf Courses & Country Clubs*
- Destination Resorts*
- Athletic Clubs*
- Convention Centers*
- Performing Arts Centers*
- Ski Resorts*
- Civic Centers*
- Tourism Development Plans*

### **Retail-Commercial:**

- Single-Use Retail Sites*
- Neighborhood Centers*
- Community Centers*
- Regional Centers*
- Specialty Centers*
- Recreation Retail*
- Central Area Retail*

### **Institutional/Joint Development:**

- Colleges & Universities*
- Cultural Centers*
- Civic Centers*
- Parks & Open Space*
- Economic Development*
- Senior & Low-Income Housing*
- Neighborhood Revitalization*
- Implementation Strategies*
- Transit Station Area Planning*

## **RESOURCES**

Leland Consulting Group may operate independently on a consulting engagement, participate as part of a project team, or assemble and lead a team when responding to a client's needs. Leland Consulting Group maintains ongoing professional associations with other real estate advisory firms in major cities. Hence, the firm has the capability to respond to assignments throughout the United States, Canada, Mexico and the Pacific Rim. This network of professional associates includes architects and landscape architects; engineers (civil, structural, mechanical, soils, etc.); environmental consultants; appraisers; lenders and investors; attorneys; accountants; real estate brokers; advertising and public relations specialists and other members of the greater development community. Most of these relationships have developed over many years; however, new and valuable relationships form each year. Each project assignment is a unique and challenging situation deserving the best talents and experience available. Therefore, each team is handpicked to respond appropriately to the project mission and its objectives.



# LELAND CONSULTING GROUP

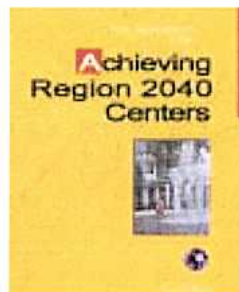
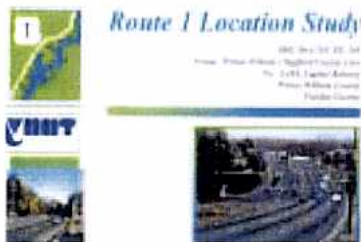
## Corridors Experience

**L** Regardless of the market size, commercial corridors in urban and rural communities are experiencing rapid declines in property values and market share. The national trend of stagnating and declining "inner ring" suburbs has been largely attributed to the deterioration of the commercial corridors within them. In midsize and rural markets, corridors that were once the gateway to the community are now an inventory of commercial and industrial land uses with little connection to neighborhoods or employment centers. Attempts to advance smart growth and economic sustainability have also been significantly compromised by the deteriorating effects of declining corridors.

Together, the public and private sectors face the challenge of revitalizing the commercial strips that once represented the lifeblood of these communities. Leland Consulting Group has proven that the competitive position of the markets connected by corridors can be enhanced by thoughtful repositioning of the corridors' role, recognition of current target markets, and restructuring of their physical layout to reflect the more mature nature of the communities that surround them.



Leland Consulting Group, through experience and inspiration, has successfully initiated corridor redevelopment efforts in communities throughout the country (please see representative client list). They understand the barriers to investment, and recognize the opportunities inherent in this type of environment. Their recommendations lead to new investment and reinvestment through an approach that engages the "delivery system" and promotes accountability.



### CORRIDOR REVITALIZATION PLANS / STRATEGIES

Ten Principles for Revitalizing America's  
Suburban Strips *Urban Land Institute*  
Ten Principles for Achieving Region 2040  
Centers *Metro, Portland, OR*  
85th Avenue *Kirkland, WA*  
Thurman-Vaughn *Portland, OR*  
South Broadway *Englewood, CA*  
Centers and Corridors Implementation  
*Spokane, WA*  
Route One *Prince William County, VA*  
Route 99 *Shoreline, WA*  
Five Corridor Revitalization Strategies *Fort Worth, TX*  
Missouri River Corridor *Great Falls, MT*  
Mason Street, Plans I and II *Fort Collins, CO*  
96th Street Corridor Subarea *Louisville, CO*  
North Nevada Avenue *Colorado Springs, CO*  
East Mulberry Avenue *Fort Collins, CO*  
South Broadway Urban Design and  
Transportation Corridor Plan *Denver, CO*  
Brighton Boulevard *Denver, CO*  
East Colfax Avenue *Denver, CO*  
West Colfax Avenue *Denver, CO*  
Grapevine Corridor *Richland Hills, TX*  
Downtown to Airport Corridor *Caldwell, ID*  
Michigan Avenue New Urban Catalyst  
Redevelopment Plan *Dearborn, MI*

### LIGHT RAIL STATION PROGRAMMING

Southwest Line *Englewood, CO*  
Central Line *Denver, CO*  
Southeast Line *Denver, CO*

### ECONOMIC IMPACT ANALYSIS

Northwest Parkway *Golden, CO*  
Hwy 160 Corridor Transportation *Bayfield, CO*  
US Hwy 36 / 96 Street Interchange *Denver, CO*  
I-25 North Land Use and Economic Impact  
Analysis *Thornton & Westminster, CO*  
Martin Luther King Jr. Blvd. Strategic  
Opportunities Analysis *Portland, OR*  
Grant Street Corridor *Thornton, CO*  
Highway 42 Corridor Study *Louisville, CO*  
Underperforming / Vacant Retail Areas in  
Commercial Corridors Study *Richardson,  
Corrollton & Plano, TX*  
E-470 Circumferential Toll Beltway Land Use  
Study *Aurora, CO*  
Main Street Corridor Mercado Market Study  
*Fort Worth, TX*  
Marksheffel Rd Market Study *Colorado Springs,  
CO*  
Crossroads Boulevard Subarea Transportation  
Finance Plan *Loveland, CO*  
16th Street Mall Corridor Business  
Improvement District Financing *Denver, CO*  
South Platte River Corridor EIS *Jefferson County,  
CO*